

Induction Card 1

Operator Responsibility

- You must have been instructed in the safe operation of the EWP you are using.
- You must ensure that the Safe Working Load (SWL) is not exceeded at any time.
- You must be sure that you are using equipment that is safe and that has been checked on a daily basis.
- You must wear the appropriate safety equipment.
- Use the EWP according to instruction and in a manner that will not endanger other people or property.
- You must have sighted a valid Six Monthly Inspection Certificate for the specific machine you are responsible for.
- Report any faults or hazardous situation to your employer or the owner of the EWP.
- Park the machine in a safe place and secure it against unauthorised use.

Personal Protective Equipment:

- All persons on an EWP must wear appropriate protective equipment.
- Always wear a safety harness when operating or working a boomlift.
- Secure the lanyard to the anchor fixing point on the platform.

Operating Information

Driving Self Propelled EWP's:

- Always look in the direction of travel, look out for obstructions, slopes, depressions, debris, buildings and overhead powerlines.
- Select and control the speed of travel to suit the ground surface and site conditions.
- You can ONLY use drive when the platform is lowered and fully retracted.
- You can ONLY use creep speed when the platform is fully raised.
- Travel with the platform elevated ONLY when the surface is firm, level and free from obstructions. Jolting is magnified in the platform when it is elevated.
- Beware of clearances. If view is obstructed use a lookout.
- Take extreme care when driving an EWP down a slope. Under these conditions the machine is less stable and the braking system is under heavier load than when traveling uphill or on the level.
- Ensure that you know the direction in which the machine will travel, in relation to the controls, before moving off.

Boomlifts:

- When driving at faster than creep speed make sure the boom is retracted and is positioned over the drive wheels.
- Point the boom uphill when traveling up or down a grade.
- When the boom is over the steer wheels, steer and drive controls move the machine in the opposite direction to the arrows.

Getting Started

Surface and Weather Conditions:

- Make sure the ground is flat, hard and free of obstructions when using an EWP.
- Operate a self propelled EWP on a level surface only, unless it is a specifically rated machine.
- Be cautious of wind velocities, which increase through narrow thoroughfares, or around high buildings. Do not operate if wind conditions are hazardous.
- Check that floors and bridges will carry the load of your equipment.
- Rain may alter ground conditions.
- Take care when you are operating an EWP near excavations or embankments. The weight of the machine may cause the bank to collapse.

Setting Up:

- Check all clearances before positioning the platform.
- Check the bearing capacity of the ground. You may need to spread the load by using steel plates of heavy timbers under the pads.
- Check tailswing and boom elbow swing on boomlifts before swinging the turntable.
- Maintain a safe distance from electrical lines and apparatus.

Operating the Equipment

- You must be instructed in the safe operation of an EWP before you operate it.
- You must not exceed the Safe Working Load (SWL) this includes the weight of people, tools and material.
- Only enter or leave the platform when it is lowered or at an approved landing area.
- Do not use ladders, steps etc to gain additional reach on the platform. Keep both feet on the floor of the platform.
- Place tools, materials and equipment on the platform tidily distribute the load evenly.
- Do not use the machine when maintenance is needed or is being carried out.
- Operate the controls with a slow even motion. Be aware of a pause between the time the control is operated and the action occurs.
- Lower the platform and shut off all power before leaving the machine.
- On a boom type machine do not use the drive to get close to your work area. Place the machine correctly, then use the boom and lift functions to get closer.



Induction Card ②

Equipment Safety Features

- An alarm or other warning device is fitted to self propelled EWP's. This activates when the machines base is out of level.
- Non self-propelled machines have an indicator fitted at chassis level.
- Self propelled EWP's have an audible warning device and may be fitted with flashing lights that will signal when the machine is in operation.
- EWP's have two sets of controls one set is on the platform and the other is at the base or chassis level. The base controls can override the platform controls.
- Control levers either self centre or have locking catches at the neutral position or both.
- All controls should be clearly marked in readable English letters or symbols to show their functions.
- The machine has two emergency stop controls, one on the platform and the second at the base control position. The base control can override the platform control. When activated the emergency stop will cut power to all systems.
- A boom type EWP should be fitted with an enable control device. The machine will not operate unless the device is activated.
- Operating instructions applicable to the type of EWP are displayed at the base and platform levels.
- All EWP's should have a clearly marked SWL label written in English on or near the platform.

“Take care of yourself, make sure you know how it operates.”



Daily Service

- Check wheels, tyres, fuel, water, battery and oil levels.
- Check for leaks; look for puddles on the ground.
- Check chassis, scissor, stabilisers, tyres, boom sections and guardrails for damage or distortion.
- Check that all operating and emergency controls and warning devices are operating correctly.
- Check the condition of harnesses, lanyards and other personal protection equipment.
- Check all pivot pins and pin retainers for damage.

Refuelling:

- Shut down the machine before refuelling.
- Make sure that nobody is smoking nearby.
- Do not refuel during an electrical storm.
- Make sure the fuel cap is closed and secure at all times.

Never Never

- Disable or modify any safety device.
- Operate a faulty or damaged machine.
- Try to free a machine by lifting it off the ground with the boom.
- Lift loads by attaching wires, cables, or similar items to the platform.
- Elevate the platform when the chassis is not level.
- Use the boom as a crane or ladder.
- Act the fool on the platform.
- Overload the Safe Working Load (rated load) of the machine.
- Operate a trailer mounted platform when it is attached to a towing vehicle.

Responsibility of Employers

You must ensure that:

- The EWP being used is appropriate for the work being done.
- All equipment has the correct certification in accordance with the Code of Practice for Elevated Work Platforms.
- Operators of all EWP's are instructed in the safe use of the specific type of equipment.
- Personal protection equipment is provided and used as applicable.
- Persons on the platform are able to carry out work at elevated levels.
- Competent personnel are available to give professional advice when needed.

If you need help call your local branch on...

0800 243 844
0800 2 GET HIGH

www.accessman.co.nz

accessman

MAKING HEIGHT EASY